

OpenBook Non-Integrated Job Aid

In support of Governor Perdue's NC OpenBook initiative, effective July 1, 2009, and oversight of the American Recovery and Reinvestment Act (ARRA) funds, three new fields have been added to the NC E-Procurement 'Create eRequisition' functionality: '**Bid Number**', '**Federal Award Number**', and Grants Information Center '**GIC Grant ID**'. These functional changes will enable tracking and accurate reporting on purchase order transactions.

Bid Number

On state term contract catalog items, the Bid Number field will automatically populate with the appropriate IPS Bid Number and is not editable by users. For non-catalog contract items, users can select the appropriate IPS Bid Number from the '**Bid Number**' dropdown menu on the '**Add Non-Catalog Item**' and '**Edit Line Item**' page. The selected Bid Number and associated description will be visible in the line item details, on the '**View Line Items**' and '**Summary**' pages, and on the printed requisition. Additionally, users may search by Bid Number using the System Search tool.

PR9017027: Untitled eRequisition
 Items: 0 Total: \$0.00USD

2 Add Non-Catalog Item eRequisition

Full Description:

Quantity:
 Unit of Measure:

*Commodity Code:
 *Supplier:

Location:
 Bid Number:
 Supplier Part:
 Recycled Content?
 Item Classification:
 Contract:

Price:
 Tax Rate:
 Tax Amount:
 Other Costs:
 Amount: \$0.00USD

Blanket Purchase? ☐ Yes ☒ No

Federal Award Number

Users will now be able to add a **'Federal Award Number'** related to ARRA spend on requisition line items either by selecting from a dropdown box or manually entering the number in a 50 character free-form text field. In order to select a Federal Award Number, the user will click the **'Choose Federal Award Number'** radio button and click on the dropdown box to select a value. If the desired value is not displayed, the user will be able to select the **'Other'** option to search for other Federal Award Numbers. Once selected, the Federal Award Number will be displayed in the **'Federal Award Number'** field.

In order to enter a Federal Award Number in a free-form text field, the user will select the **'Enter New Federal Award Number'** radio button. The **'Federal Award Number'** field will become a free-form text field in which the user may enter the desired Federal Award Number.

Once populated, the **'Federal Award Number'** will be visible in the line item details, on the **'View Line Items'** and **'Summary'** pages, and on the printed requisition.

The screenshot displays the 'Accounting - by Line Item' section of the OpenBook Non-Integrated Job Aid interface. The 'Federal Award Number' field is highlighted with a dashed oval. The field is currently set to '(no value)'. A dropdown menu is open, showing a list of Federal Award Numbers and their descriptions. The options are:

- (no value)
- 13243243 - Test Award 1
- 54352 - Governor's Office Award
- 54353 - Governor's Office Award
- 239475 - Description
- Other...

The interface also includes various other fields and controls:

- *Commodity Code: 393-35 - Cereals, Ready-To-Eat
- *Supplier: (No Preference)
- Location: (no value) [select]
- Bid Number: (no value)
- Supplier Part #:
- Recycled Content? ☐ Yes ☒ No
- Item Classification: ☒ Good ☐ Service
- Contract: No
- Blanket Purchase? ☐ Yes ☒ No
- Price: \$0.00USD
- Tax Rate: Other
- Tax Amount: \$0.00USD
- Other Costs: \$0.00USD
- Amount: \$0.00USD
- Update Total button
- Choose Federal Award Number --OR-- Enter New Federal Award Number radio buttons
- * Indicates required field
- OK and Cancel buttons

GIC Grant ID Number

Users will now have the ability to enter a valid GIC Grant ID in the '**GIC Grant ID**' field on both catalog and non-catalog requisition line items. Once populated, the '**GIC Grant ID**' will be visible in the line item details, on the '**View Line Items**' and '**Summary**' pages, and on the printed requisition. The '**GIC Grant ID**' field is a 15 character alphanumeric free-form text field with specific validation rules. If the following validation rules are not followed, users will receive a warning message requiring them to update the '**GIC Grant ID**' to a valid value.

- The '**GIC Grant ID**' must contain 15 alphanumeric characters.
- The '**GIC Grant ID**' must not contain any spaces or special characters.
- The first character of the '**GIC Grant ID**' must be either a '**P**' or a '**G**'.

Full Description: Enter a description for this item.		Quantity: 1
		Unit of Measure: each
*Commodity Code: 393-35 - Cereals, Ready-To-Eat		Price: \$0.00USD
*Supplier: (No Preference)		Tax Rate: Other
Location: (no value) [select]		Tax Amount: \$0.00USD
Bid Number: (no value)		Other Costs: \$0.00USD
Supplier Part #:		Amount: \$0.00USD
Recycled Content? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Item Classification: <input checked="" type="radio"/> Good <input type="radio"/> Service		
Contract: No		
Blanket Purchase? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Update Total		
Accounting - by Line Item		
<input checked="" type="radio"/> Choose Federal Award Number --OR-- <input type="radio"/> Enter New Federal Award Number		
Federal Award Number: (no value)		
GIC Grant ID: P10232948293840		
* indicates required field		
OK Cancel		